



LARRY HOGAN

Governor

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Lt. Governor

KENNETH C. HOLT

Secretary

Pre-Proposal Conference Summary

RFP Solicitation No: S00R7400006

RFP Title: Construction Management for Third-Party (Non-State Property), Multifamily Rental Housing Projects Funded by DHCD

The following is a summary of items discussed at the Pre-Proposal Conference held on October 17, 2016. This summary is intended to be a general record of the meeting and ***does not*** constitute an amendment to the RFP.

- **Introduction:** The meeting opened at 1:10 p.m. Jada Fletcher from DHCD Procurement presided and opened the floor to introductions. Nineteen people attended, including five people from DHCD and 14 representatives from 12 unique vendors.
- **Overview:** Ms. Fletcher explained that the services being solicited are for construction management services. She deferred to Elaine Cornick, Director of Multifamily Programs for the Community Development Administration (CDA), to go into detail.
- **Proposal Due Date & Time and MBE/VSBE Goals:** Ms. Fletcher confirmed the proposal due date and time of November 8, 2016 at 2:00 P.M., which will be amended due to Holiday. She explained the subcontractor participation goals for Minority Business Enterprises (MBEs) and Veteran-owned Small Business Enterprises (VSBEs).
- **Susceptibility for Award:** Ms. Fletcher explained that two factors can automatically render a technical proposal not reasonably susceptible of being awarded a contract: (1) not providing documentation of minimum qualifications, and (2) omitting or incorrectly completing MBE and VSBE forms. She encouraged vendors to submit any questions before the question deadline to lessen this risk. She further noted that this RFP does not have minimum qualifications for submitting a proposal.
- **Mandatory Terms & Conditions:** Ms. Fletcher called attention to Section 1.24 of the RFP and stated that the State's mandatory terms and conditions are in the Code of Maryland Regulations (COMAR) and that taking exception to them may result in a technical proposal being rejected.
- **Office of Fair Practices (OFP):** Gordon Outlaw, Director of the Office of Fair Practices was present and assisted in answering questions pertaining to the required MBE/VSBE forms.
- **CDA Multifamily Programs:** Ms. Cornick expanded on the scope of work in Section 3 and opened the floor to questions.
- **Vendor Questions:** Vendors asked questions regarding the scope of work and the procurement process.
- **MBE/VSBE Presentations:** MBE and VSBE vendors who attended were invited to stand and give a brief summation of their companies' certification and capabilities. Most vendors did so.



The following critical reminders were also noted:

- MBEs must be certified by Maryland Department of Transportation (MDOT), which companies can be found at <https://mbe.mdot.maryland.gov/directory/> – 30% MBE Goal;
- VSBES must be certified by Veterans Affairs, which companies can be found at <https://www.vip.vetbiz.gov/> – 1% VSBE goal;
- MBEs must be certified to perform services within their NAICS codes, so that participation can be counted towards the goal;
- Neither MBEs nor VSBES shall be removed or added after award; such modification requires approval from both the MBE Liaison and Procurement Officer, and if applicable, DHCD's Secretary.

For any questions or concerns related to the above stated MBE/VSVE information, please contact:

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- **Adjournment:** The meeting closed at 2:00 p.m. All vendor attendees signed in, and some left business cards. Vendors stayed for ten minutes to network.